

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Financial Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Loan Closure Confirmation

I am writing to confirm the closure of my loan account with [Financial Institution's Name], related to loan number [Loan Number], which was officially closed on [Closure Date].

I would like to request a formal confirmation of the closure for my records. Please include any relevant details regarding the final balance and any terms associated with the closure.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]